DOCUMENT RESUME

ED 137 589 CE 010 633

TITLE National Apprenticeship Standards for the UAW.
INSTITUTION Manpower Administration (DOL), Washington, D.C. Bureau of Apprenticeship and Training.
PUB DATE 75
NOTE 27p.

EDRS PRICE MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS *Apprenticeships; Career Ladders; Federal Government; *Labor Standards; *Labor Unions; *On the Job Training; Skilled Labor; Skilled Occupations; *Standards
IDENTIFIERS *United Automobile Workers

ABSTRACT

National apprenticeship standards are listed, which were developed by the International Union, United Automobile, Aerospace & Agricultural Implement Workers of America (UAW) in cooperation with the Bureau of Apprenticeship and Training, Manpower Administration, U.S. Department of Labor. The preface describes the context for application, e.g., a guide for development of local standards of apprenticeship in the transfer of skills by the journeyman to the apprentice, the UAW journeyman acts as an on-the-job trainer, and although application of apprenticeship programs differs among the various industries, there are similarities in basic job skills. The approved standards are listed under 20 headings: Definitions, equal opportunity in apprenticeship, apprenticeship eligibility requirements, credit for previous experience, term of apprenticeship, grace period, hours of work, ratio, discipline, wages, related instruction and school attendance, local joint apprenticeship committee, coordinator of apprentices, consultants, seniority, apprenticeship agreement, certificate of completion of apprenticeship, tool allowance, approval and modification of standards, and safety. Federal laws affecting the employment of apprentices and the apprenticeship agreement are summarized, and a list of Federal regional offices and State and territorial agencies for apprenticeship is included. (MF)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

National Apprenticeship Standards for the UAW

Developed by the UAW Skilled Trades Department, International Union, United Automobile, Aerospace & Agricultural Implement Workers of America—UAW, in accordance with the recommended standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor.

U.S. Department of Labor
John T. Dunlop, Secretary

Manpower Administration
William H. Kolberg
Assistant Secretary for Manpower

Bureau of Apprenticeship and Training
1975

ED137589

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

Solidarity House
8000 EAST JEFFERSON AVE.
DETROIT, MICHIGAN 48214
PHONE: 313 926-5000

SKILLED TRADES
UAW

INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE & AGRICULTURAL IMPLEMENT WORKERS OF AMERICA-UAW

LEONARD WOODCOCK, President — EMIL MAZEY, SECRETARY-TREASURER

VICE PRESIDENTS

PAT GREATHOUSE • KEN BANNON • DOUGLAS A. FRASER • DENNIS McDERMOTT • IRVING BLUESTONE • ODESSA KOMER • MARC STEPP

April 15, 1975

Mr. Hugh C. Murphy
Associate Manpower Administrator
Bureau of Apprenticeship and Training
U.S. Department of Labor
Washington, D.C. 20210

Dear Brother Murphy:

These National Apprenticeship Standards are submitted to you for registration. These standards follow the basic and consistent policy of the UAW to foster and promote ways to improve the ability of workers and fully realize their skill potential. This policy has embraced all types of workers--those in the skilled apprenticeable trades, production workers, office workers, engineers, or technicians.

This International Union, through its Executive Board and affiliated local unions, has made every effort to achieve this goal for its 1.7 million members working in more than 2,000 occupations in nearly 2,800 individual companies and corporations.

It is imperative that, regardless of economic fluctuations, we continue to seek and develop solutions to the problems which face workers when technological changes affect their personal work careers and livelihoods.

There is no question that the UAW has adhered to these principles. The majority of persons who make up the skilled work force in plants that have collective bargaining agreements with the UAW are from among those who previously worked on a job requiring lesser skills. This upward mobility was not by happenstance.

The UAW has prepared National Apprenticeship Standards to be applied wherever and whenever applicable to advance the concept of full development of the skill potential of all workers and stands ready and willing to render all possible assistance to achieve this worthwhile goal.

Fraternally,

Leonard Woodcock
President

Douglas A. Fraser
Vice President and Director
Skilled Trades Department

3

LW/DAF:mcp
opeio42

U.S. DEPARTMENT OF LABOR
MANPOWER ADMINISTRATION
WASHINGTON, D.C. 20210

June 9, 1975

Mr. Leonard Woodcock, President
Mr. Douglas A. Fraser, Vice President
and Director, Skilled Trades Department
International Union, Automobile, Aerospace,
Agricultural Implement Workers of America
8000 East Jefferson Avenue
Detroit, Michigan 48214

Gentlemen:

It gives me great pleasure to inform you that your Union's National Standards of Apprenticeship have been registered this date as meeting the basic standards of the Bureau of Apprenticeship and Training, U. S. Department of Labor.

These National Standards of Apprenticeship will serve as a guide for the establishment and operation of local apprenticeship programs.

You are to be commended for your continued efforts to improve the quality of apprenticeship and applying it in full measure towards developing the skill potential of individuals in the nation's work force. I appreciate your efforts in emphasizing the importance of the role that UAW Journeymen have while serving as an on-the-job trainer.

There is no substitute for the transfer of skills acquired on the job and the success or failure of the programs is directly dependent upon the journeyman/apprentice relationship.

The staff of the Bureau of Apprenticeship and Training is available at any time to provide technical assistance and advice to your organization in establishing new apprenticeship programs, or revising existing ones at the local level, in accordance with your national standards. You can also be assured of the continued cooperation of our Bureau at the national level.

Sincerely,

Hugh C. Murphy

HUGH C. MURPHY
Associate Manpower Administrator
Bureau of Apprenticeship and Training

PREFACE

These national apprenticeship standards were developed by the International Union, United Automobile, Aerospace & Agricultural Implement Workers of America in cooperation with the Bureau of Apprenticeship and Training, Manpower Administration, U.S. Department of Labor. These standards represent years of experience and knowledge gained by labor and management in cooperation with the Bureau of Apprenticeship and Training and affiliate agencies. The success in the training of competent journeymen is directly attributed to the fact that all parties connected with the training not only have a deep personal interest in the programs and their needs, but that they work to make facilities available and initiate measures and safeguards to maintain morale and continuity for training and employment of the apprentice.

The UAW journeyman of today is a well-equipped, trained individual who has demonstrated the ability to keep abreast of changing skills in a changing technology while at the same time, as an on-the-job trainer, transferring job skills to an assigned apprentice. This transfer of job skills is the "core" of actual shop experience and training fundamentals coupled with related instruction for the apprentice. The quality and quantity of the transfer of such skills today is much greater due to the improvement in the journeyman-apprentice relationship. The success or failure of this relationship is in direct proportion and responsive to the type of measures taken by labor and management.

Proficiency plays the key role in the establishment of training procedures recommended by joint apprenticeship committees. It denotes a level of achievement or mastery of a skill, whether physical or mental, as demonstrated by job performance. When the prescribed levels of achievement have been reached, the apprentice is ready to move to another phase of training and in most instances with another journeyman "trainer."

Trends at the present time indicate that trained men and women can be prepared for skilled jobs more efficiently and economically with higher standards of achievement than were possible with traditional fixed-period training programs of the past.

It is recognized that the time necessary to acquire basic skill fundamentals varies with the ability and application of the individual, the relationship between the journeyman and the apprentice, the trade for which he or she is being trained, and the facilities available to each employer.

Suitable recognition for completion of apprenticeship shall be given after the required course of training has been satisfactorily completed.

Application of apprenticeship programs among the various industries will differ according to the industry's use of occupational titles such as the aerospace industry using nomenclature jig and fixture builder while in the automobile manufacturing industry the same job duties are performed by a toolmaker, both apprenticeable. Industries such as agricultural implement and heavy equipment, automobile, aerospace, special machines and tools, together with parts suppliers and others, may have a small degree of variance in their apprenticeship training schedules that goes along with different job titles, although there will still be similarity of basic job skills.

Many individual companies and corporations that have plants among the several States, such as in the automobile, agricultural implement and heavy equipment industries, have negotiated national apprenticeship standards that establish national joint apprenticeship committees. At times the duties of these national committees may vary; however, their primary concern is promoting uniformity of training.

CONTENTS

Page

Preface v

1. Definitions 1
2. Equal Opportunity in Apprenticeship 2
3. Apprenticeship Eligibility Requirements 3
4. Credit for Previous Experience 3
5. Term of Apprenticeship 4
6. Grace Period 4
7. Hours of Work 4
8. Ratio 4
9. Discipline 6
10. Wages 6
11. Related Instruction and School Attendance 7
12. Local Joint Apprenticeship Committee 8
13. Coordinator of Apprentices 9
14. Consultants 10
15. Seniority 10
16. Apprenticeship Agreement 10
17. Certificate of Completion of Apprenticeship 10
18. Tool Allowance 11
19. Approval and Modification of Standards 11
20. Safety 11

Federal Laws and Regulations Affecting the Employment of Apprentices 13

Apprenticeship Agreement Between Apprentice and Employer 15

Appendix 17

Bureau of Apprenticeship and Training Regional Offices 19

State and Territorial Apprenticeship Agencies 20

NATIONAL APPRENTICESHIP STANDARDS FOR THE UAW

1. Definitions

Company shall mean any firm having a bargaining contract with the union that desires to establish an apprenticeship program for any of the trades covered by these standards.

Union shall mean the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, UAW, and any of its local unions.

Registration agency shall mean a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training; or, if no such recognized agency exists in the State, it shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor.

Apprenticeship agreement shall mean a written agreement between the company and the person employed as an apprentice (or if the apprentice is a minor, the parent or guardian). The agreement shall then be approved and signed by the chairman and secretary of the committee and registered with the registration agency and the local union.

Apprentice shall mean a person engaged in learning and assisting in the trade to which assigned and who is covered by a written agreement providing for training in accordance with the local standards of apprenticeship.

Local committee shall mean the joint apprenticeship committee composed of representatives of the company and the union established under local standards for the purposes of administering the program.

Apprentice coordinator shall mean the person employed by the company or the person assigned the responsibility to perform the duties outlined in the local standards of apprenticeship.

National standards shall mean this entire document, which will serve as a guide for development of local standards of apprenticeship.

Local standards shall mean the document that is developed for operating a program of apprenticeship and registered with the appropriate registration agency.

[1] Local application of these national standards in States having recognized apprenticeship agencies may require adaptation to meet the standards of apprenticeship in such States. The staffs of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and State apprenticeship agencies are available to advise on such standards.

Journeymen, as used in item 8 herein, means employees in a specific trade and shall not be construed tc include journeymen employed in other trades.

2. Equal Opportunity in Apprenticeship

All programs of apprenticeship registered with the Bureau of Apprenticeship and Training or recognized State apprenticeship agencies shall include in their standards the following equal opportunity pledge:

> "The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations (CFR), part 30, as amended."

a. Seniority Employees (Restricted Pool)

Notice of apprenticeship openings will be posted on the company's bulletin board.

Applications for apprenticeship will be accepted by the personnel department from seniority employees (within the bargaining unit) who consider themselves eligible under a local program.

A numbered application blank will be filled out, and each applicant will sign a register noting that he has received and filed an application.

Applicants meeting the minimum eligibility requirements as outlined in the local program will be referred to the joint apprenticeship committee for approval or disapproval.

All selections for apprenticeship from bargaining unit applicants who meet the qualifying test score shall be by seniority.

b. Outside Applicants

When apprenticeship openings exceed the number of qualified seniority employees available, the company shall notify by mail the local schools and public employment service of the available openings, the minimum qualifications for eligibility, the closing date for sending application, and the place to file.

After a preliminary check of each appilcation by the

personnel department, those meeting the eligibility requirements as outlined in the local program will be referred to the joint apprenticeship committee for approval or disapproval.

Records of all applications and the selection process will be retained for at least 5 years.

In addition to establishing qualification standards, each local program sponsor employing five or more apprentices will be required to develop and adopt an affirmative action plan, including goals and timetables if analysis indicates underutilization of minorities, and shall adopt a selection method consistent with the requirements of title 29 (CFR), part 30, as amended.

Local program sponsors employing fewer than five apprentices are required only to adopt the equal employment opportunity pledge stated above.

3. Apprenticeship Eligibility Requirements

In order to be eligible for apprenticeship, the applicant must meet the following minimum qualifications:

a. Nonemployee applicants must be between 18 and 26 years of age or a veteran eligible under applicable public law.

b. Seniority employee applicants must be 18 years of age or older.

c. All applicants must meet the minimum qualifying score on an apprenticeship test battery, which must be a validated test.

Local program sponsors may establish additional qualifications as desired or deemed necessary. Such qualifications must be specific, clearly stated in the local programs, and directly related to job performance.

4. Credit for Previous Experience

Credit for previous experience in the military service, an apprentice training program, or a skilled trade classification in any plant may be given up to the total time required on any phase of the apprentice shop training or related training schedules. Credit for such previous experience shall be given apprentices at the time they have satisfactorily demonstrated that they possess such experience and are able to do the job. Related training credit shall be given apprentices at the time they have demonstrated that they possess the educational knowledge for which they are requesting credit under the

related training schedule. At the time such credit is given, the apprentice's wage rate shall be correspondingly adjusted within the apprentice rate schedule based on the amount of credit given toward completion of the shop training schedule.

5. Term of Apprenticeship

The term of apprenticeship shall be established by these apprenticeship standards. A list of the trades for which local programs can be registered, together with the terms of apprenticeship, are shown in the appendix.

Each phase of the scheduled hours of shop training contained in a local program will be considered complete if it is within 10 percent of the figure assigned to a particular phase of training. Where optional time is agreed to in the work schedules, not more than 5 percent of the total time may be assigned to optional work as set forth in the standards. Deviations from the limitations of this paragraph may be approved by the local joint apprenticeship committee.

6. Grace Period

The first 500 hours of employment for every apprentice who is a seniority transferee shall be a grace period. During this grace period, these transferee apprentices may elect to return to their previous occupations and their apprenticeship agreements will be cancelled by the Joint Apprenticeship Committee. The registration agencies shall be advised of all such cancellations. The probationary period for new employees, as apprentices, shall also be the first 500 hours of employment.

7. Hours of Work

Apprentices shall work the same hours during the contractual workweek and be subject to the same conditions as the skilled workers of their trade employed by the company. Apprentices shall have the opportunity to work overtime hours, provided all skilled workers of that trade in that department have been given first opportunity. In case apprentices are required to work overtime, they shall receive credit on the term of apprenticeship for only the actual hours worked.

The Joint Apprenticeship Committee shall limit the hours of overtime work of an apprentice where excessive work schedules interfere with the related training.

8. Ratio

The ratio of apprentices to journeymen shall be 1 apprentice to every 8 journeymen employed in a respective trade. In trades

where there are less than eight journeymen, one apprentice may be assigned in that trade. In the machine trades, the number of journeymen on which to base the number of apprentices shall be the total of journeymen classified in the specific trade as (a) tradesmen and (b) operators of basic and promotional machines and/or operations. When there are no journeymen laid off or available in a trade, the company and the union bargaining committee may mutually agree to add apprentices over and above the 1 to 8 ratio.

When a reduction in force occurs in a trade where apprentices are employed, apprentices first shall be laid off until the ratio of apprentices to journeymen is 1 to 8 or major fraction of eight. Thereafter, apprentices shall be laid off proportionately to maintain such ratios.

In the event that the ratio at the time of layoff is less than 1 apprentice to 8 journeymen, then the ratio existing at the time of layoff shall be maintained, based on the major fraction principle, until all journeymen in the respective trade are recalled.

The apprentices will exercise their seniority in their own group. For example, if there are four apprentices in any specific trade and a reduction in this number is required due to lack of work, apprentices who are probationary employees shall be laid off first. Thereafter, the first hired shall be the last laid off and the last laid off shall be the first to be reinstated.

In the event the reduction in force is due to unusual circumstances, including, but not confined to, a transfer of or discontinuance of an operation, major technological development, the elimination or consolidation of classifications, the discontinuance of a shift, or a drastic reduction in the level of work resulting in a heavy reduction in the skilled work force, the parties locally shall mutually agree to an acceptable layoff and recall plan.

Employees having seniority in the plant and who enter the apprentice training program shall, during the period of their apprenticeship, retain and accumulate seniority in their former seniority group. If laid off or dismissed from the apprentice training program, they shall be returned to their former seniority group in the plant in line with such established seniority in their former seniority group.

When the work force is increased in a trade, apprentices

must be recalled in accordance with their date of entry into the apprentice program when the journeyman increase permits the maintenance of the ratio used at the time of layoff. Thereafter, all apprentices in a trade shall be recalled before any new journeymen shall be hired.

9. Discipline

The committee shall have the authority to discipline an apprentice and to cancel the apprenticeship agreement at any time for cause pertaining to the apprenticeship, such as inability to learn, unsatisfactory work, or lack of interest in work or education. This shall not limit the right of the company to discipline apprentices for cause for matters not related to their training as apprentices. Such discipline by the company shall be subject to the grievance procedure.

10. Wages

Apprentices in each of the trades covered by these standards shall be paid a progressively increasing schedule of wages that shall be no less than the following:

1st 1,000 hours - 65% of the journeyman's wage rate
2nd 1,000 hours - 70% of the journeyman's wage rate
3rd 1,000 hours - 75% of the journeyman's wage rate
4th 1,000 hours - 80% of the journeyman's wage rate
5th 1,000 hours - 85% of the journeyman's wage rate
6th 1,000 hours - 90% of the journeyman's wage rate
7th 1,000 hours - 95% of the journeyman's wage rate
8th 1,000 hours - 95% of the journeyman's wage rate

Exceptions to the above will be for the trades of automotive mechanic (6,000 hours) and die sinker (12,000 hours), for which wage schedules will be developed for each local operating program. The apprentice shall be paid the regular hourly rate for actual school attendance.

The corporation agrees to pay, on behalf of apprentices covered by this agreement, for books, registration fees, and/or tuition required in connection with related training under the apprentice program.

If apprentices are laid off, they may elect to continue school classes. Tuition, books, and time spent in class during such layoff period will be paid upon the return of the apprentice to the apprenticeship program. Tuition and book receipts will be presented to the company by the apprentice. The apprentice

shall also receive the applicable percentage of the annual improvement factor and the full amount of all cost-of-living increases that are accorded all plant employees. Hours spent in classroom instruction shall not be considered hours of work in computing overtime.

Apprentices who are given credit for previous experience shall be paid, upon signing the apprenticeship agreement, the wage rate for the period to which such credit advances them.

Bargaining unit employees whose starting rate or credit level under the apprenticeship program would place them at less than their present rate will remain at their present rate or the journeyman's trade rate, whichever is lower, until normal advancement within the apprenticeship program places them at a higher rate.

When apprentices have completed 8,000 hours of training, they will receive not less than the rate paid to skilled journeymen in the trade in which they have served their apprenticeship after approval of such completion of training by the Joint Apprenticeship Committee.

11. Related Instruction and School Attendance

Each apprentice shall enroll and attend classes for not less than a minimum of 3½ hours weekly and for a total minimum number of related instruction hours as outlined in the local program for each particular trade, according to instructions by the Joint Apprenticeship Committee. Each apprentice, after enrollment in such classes, shall be registered with the State department of education as an apprentice student after furnishing the forms for this purpose, where required.

The location and quality of the classroom instruction shall meet with the approval of the Joint Apprenticeship Committee. The schedule or related instruction shall be outlined in the local program.

In the case of failure on the part of the apprentices to fulfill their obligations as to school attendance, the Joint Apprenticeship Committee may suspend or revoke the apprenticeship agreement, and the company hereby agrees to carry out the instructions of this committee in this respect. The apprentice, and the parent or guardian, hereby agree to abide by any such determination of the committee.

The registration agencies, the local union, the local board of education, the State department of education, and the UAW

regional director shall be notified of any such cancellation as this will terminate the eligibility of the apprentice as a student.

12. Local Joint Apprenticeship Committee

Local joint apprenticeship committees as defined in item 1 will be established. Each committee shall be composed of an equal number of members, half of whom shall represent the company and half of whom shall represent the union. The committee shall elect a chairman and a secretary. When a company member is a chairman, a union member shall be secretary, and vice versa. The committee shall meet at least once a month or on call of the chairman or secretary or any two members of the joint committee.

The union shall appoint journeymen from the plant as members of the Joint Apprenticeship Committee. All union members of the Joint Apprenticeship Committee will be paid their regular rate for time spent working on official business of the Joint Apprenticeship Committee for the hours they would otherwise have worked in the plant.

The duties of the local joint apprenticeship committee shall be to:

a. See that all prospective apprentices are interviewed and impressed with the responsibilities they are about to accept, as well as the benefits they will receive. This will allow the committee to designate whom they choose as interviewers, not necessarily committee members.

b. Accept or reject applicants for apprenticeship after preliminary examination by the personnel department of the company. (The acceptance or rejection of applications for apprenticeship shall be governed by the standards established herein and shall not be subject to review through the grievance procedure.)

c. Place apprentices under agreement.

d. Evaluate, investigate, and determine credit for previous experience.

e. Hear and decide on all questions involving the apprentices which relate to their apprenticeship.

f. Work out with the local board of education the form, content, and schedule of the course or courses of instruction to be provided. The committee will also cooperate with the school authorities in coordinating the related classroom instruction with the apprentice's basic schedule of work experience.

g. Offer constructive suggestions for improvement of training on the job.

h. Certify the names of graduate apprentices in accordance with item 17. No certificates will be issued unless approved by the committee.

i. See to it that the minutes of the committee meetings will be furnished to and approved by the joint apprenticeship committees.

j. Be responsible for the successful operation of the apprenticeship standards in the plant and the successful completion of apprenticeship by the apprentices under these standards.

13. Coordinator of Apprentices

Apprentices shall be under the general direction of the apprentice coordinator and under the immediate direction of the supervisor of the department while working with a journeyman to whom assigned. The apprentice coordinator is authorized to move apprentices from one department to another in accordance with the predetermined schedule of work training. No apprentice may be retained on a scheduled work process for the period longer than the time scheduled for such work process unless permission is granted in writing by the committee.

The apprentice coordinator, or an individual charged with this responsibility, in consultation with the Joint Apprenticeship Committee, shall prepare adequate record forms to be filled in by the supervisor under whom the apprentices receive instruction and experience. Supervisors shall make a report at least every 30 days to the apprentice coordinator on the work and progress of the apprentices under their supervision. These reports shall be submitted to the joint committee for its approval or disapproval.

If the apprentice coordinator finds that an apprentice shows a lack of interest or does not have the ability to become a competent mechanic, all the facts in the case shall be placed before the joint committee for its decision. Under these circumstances an apprentice may be permitted to continue in probationary status and required to repeat a specified process or series of processes, or the agreement may be terminated. The registration agencies and the union shall be advised of the reasons for all terminations.

14. Consultants

The committee may request interested agencies or organizations to designate a representative to serve as consultant. Consultants will be asked to participate without vote in conferences on special problems related to apprentice training that affect the agencies they represent. This provision shall not be construed to compel any changes in these standards.

Should any dispute arise which cannot be satisfactorily settled within the committee, either party may ask the registration agency for an interpretation of any provision of the standards over which there is a controversy.

15. Seniority

Upon satisfactory completion of the apprenticeship program, the apprentice will be given 100 percent of time on course seniority in the plant or corporation where the apprenticeship is completed as a journeyman. Returned veterans who had their apprenticeship program interrupted shall, upon completion of the apprenticeship, receive 100 percent of time on course as a journeyman, plus the length of service in the Armed Forces.

16. Apprenticeship Agreement [2/]

Every apprenticeship agreement entered into under local apprenticeship standards shall contain a clause making the local standards part of the agreement, with the same effect as if expressly written therein. For this reason every applicant (and the parent or guardian, if a minor) shall be given an opportunity to read the standards before signing the apprenticeship agreement.

The following shall receive copies of the apprenticeship agreement: (a) The apprentice, (b) the company, (c) the Joint Apprenticeship Committee, (d) registration agencies, (e) the local union, and (f) the Veterans Administration (two copies), if the apprentice is a veteran.

17. Certificate of Completion of Apprenticeship

Upon completion of the apprenticeship under local apprenticeship standards, the Joint Apprenticeship Committee will request the Bureau of Apprenticeship and Training, U.S. Department of Labor, or the State apprenticeship agency in

[2/] Some State apprenticeship agencies require the use of their own apprenticeship agreement forms. In such instances, the agreement forms may be obtained from the staffs of either the State apprenticeship agencies or the Bureau of Apprenticeship and Training, U.S. Department of Labor.

those States where such agency has been established, that a certificate signifying completion of the apprenticeship be issued by the Bureau of Apprenticeship and Training, U.S. Department of Labor, or by any State apprenticeship agency, unless approved by the Joint Apprenticeship Committee.

Upon receiving the certificate, the chairman and secretary of the joint committee will sign the certificate before issuing it to the graduate.

18. Tool Allowance

After completing the first 500 hours of employment as an apprentice, the apprentice will be furnished a toolbox, which will become the property of the apprentice upon graduation. Upon satisfactory completion of each 916 hours of work in the apprentice program, the apprentice will be paid $37.50 for the purchase of tools. Management will assist the apprentice in obtaining tools. Upon graduation, the apprentice will receive the balance, if any, of the total tool allowance of $300, including credit granted for prior experience less any tool allowance payments received at another plant.

19. Approval and Modification of Standards

Negotiated standards or any changes to such negotiated standards will be submitted to the International Skilled Trades Department of the UAW for approval before becoming effective.

These national standards may be modified at any time by the UAW Skilled Trades Department, International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW). Such modification shall be submitted to the national office of the Bureau of Apprenticeship and Training, U.S. Department of Labor for approval.

Local standards may be modified at any time by joint agreement of the company and the union. Such modification shall be submitted to the appropriate State registration agency for approval.

Modification of local standards shall not affect apprenticeship agreements in effect at the time of the modification without the consent of the apprentice.

20. Safety

Apprentices under local standards shall be provided with initial indoctrination and instruction in order to enable them to perform their duties in a safe manner, both during their

on-the-job training and in related instruction. Such indoctrination shall include instructions regarding safety regulations, reporting of accidents, and the availability of first aid facilities.

The company shall at all times exercise reasonable precaution for the health and safety of apprentices.

APPROVED AND ADOPTED BY: International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, UAW

Leonard Woodcock — April 23, 1975

Leonard Woodcock,
President

Douglas A. Fraser — April 23, 1975

Douglas A. Fraser,
Vice President and Director
Skilled Trades Department

Registered as incorporating the basic standards recommended by the Bureau of Apprenticeship and Training, Manpower Administration, U.S. Department of Labor.

Hugh C. Murphy — June 9, 1975

HUGH C. MURPHY, Associate
Manpower Administrator
Bureau of Apprenticeship and Training

FEDERAL LAWS AND REGULATIONS AFFECTING THE EMPLOYMENT OF APPRENTICES

1. Veterans Readjustment Legislation [Public Law 90-77, 90th Congress]

A veteran of at least 181 days of continuous active duty, any part of which occurred after January 31, 1955, or a veteran who was released from active duty after January 31, 1955, for a service-connected disability is eligible to pursue on a full-time basis an approved program of apprenticeship and receive a monthly training assistance allowance.

The apprenticeship program must meet the standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and be approved by the appropriate State veterans approving agency.

Under the provisions of the veterans readjustment legislation, joint apprenticeship committees may be recognized as training establishments.

2. Wage and Hour Regulations [ruling concerning payment for time spent by apprentices in related instruction]

The Fair Labor Standards Act requires that each employee, not specifically exempted, who is engaged in interstate commerce or in the production of goods for such commerce receive the statutory minimum wage and that no employee (including an apprentice) may be employed for more than 40 hours a week without receiving at least time and one-half of his regular rate of pay for the overtime hours.

As an enforcement policy, time spent in an organized program of related supplemental instruction by apprentices working under bona fide apprenticeship programs may be excluded from working time if the following criteria are met: (1) The apprentice is employed under a written apprenticeship agreement or program which substantially meets the basic standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and (2) such time does not involve production work or performance of the apprentice's regular duties. If the above criteria are met, the time spent in such related supplemental training shall not be counted as hours worked unless the written agreement specifically provides that it is hours worked. The mere payment or agreement to pay for time spent in related instruction does not constitute an agreement that such time is hours worked.

3. Equal Employment Opportunity Legislation and Regulations

The Civil Rights Act of 1964, title VII, prohibits discrimination in all phases of employment, including apprenticeship, because of race, color, religion, sex, or national origin. It applies to employers, employment agencies, labor organizations, joint apprenticeship committees, and, under the 1972 amendments, Federal agencies.

Detailed information regarding application of title VII of the Civil Rights Act may be obtained from the regional offices of the Equal Employment Opportunity Commission.

Information on title 29, Code of Federal Regulations, part 30, as amended, may be obtained from the Bureau of Apprenticeship and Training, U.S. Department of Labor, or State apprenticeship agencies.

NOTE: It is suggested all local joint committees contact their State agencies for applicable laws affecting apprenticeship, with special attention to latest revisions.

U.S. DEPARTMENT OF LABOR • MANPOWER ADMINISTRATION
Bureau of Apprenticeship and Training

APPRENTICESHIP AGREEMENT

Between Apprentice and Employer

CHECK APPROPRIATE BOX
- ☐ Vietnam Era Veteran
- ☐ Other Veteran
- ☐ Non-Veteran

SOCIAL SECURITY NUMBER

The employer and apprentice whose signatures appear below agree to these terms of apprenticeship:

The employer agrees to the nondiscriminatory selection and training of apprentices in accordance with the Equal Opportunity Standards stated in Section 30.3 of Title 29, Code of Federal Regulations, Part 30; and in accordance with the terms and conditions of the (*Name of Apprenticeship Standards*)..... which are made a part of this agreement.

The apprentice agrees to apply himself diligently and faithfully to learning the trade in accordance with this agreement.

TRADE	TERM OF APPRENTICESHIP (*Hours or Years*)	PROBATIONARY PERIOD
CREDIT FOR PREVIOUS EXPERIENCE	TERM REMAINING	DATE THE APPRENTICESHIP BEGINS

This agreement may be terminated by mutual consent of the signatory parties, upon proper notification to the registration agency.

NAME OF APPRENTICE (*Type or Print*)	TO BE COMPLETED BY THE APPRENTICE
SIGNATURE OF APPRENTICE	DATE OF BIRTH (*Month, Day, Year*)
ADDRESS	CHECK APPROPRIATE BOX ☐ MALE ☐ FEMALE
PARENT OR GUARDIAN	RACE/ETHNIC GROUP: (*Check one*) ☐ CAUCASIAN/WHITE ☐ INFORMATION NOT AVAILABLE ☐ NEGRO/BLACK ☐ NOT ELSEWHERE CLASSIFIED ☐ ORIENTAL ☐ SPANISH AMERICAN ☐ AMERICAN INDIAN
NAME OF EMPLOYER (*Company*)	
ADDRESS	HIGHEST EDUCATION LEVEL (*Check one*) ☐ 8th GRADE OR LESS ☐ 9th GRADE OR MORE ☐ 13th GRADE OR MORE

SIGNATURE OF AUTHORIZED OFFICIAL

APPROVED BY (*Joint Apprenticeship Committee*)

SIGNATURE OF CHAIRMAN OR SECRETARY	DATE

REGISTERED BY (*Name of Registration Agency*)

SIGNATURE OF AUTHORIZED OFFICIAL	DATE

U. S. GOVERNMENT PRINTING OFFICE: 1973 O - 495-803

NA 6-71B
Jan. 1973

APPENDIX

Apprentice work schedules containing the term of apprenticeship will be included in each local program prior to registration with the registration agency.

Following is a list of apprenticeable occupations in industries covered by UAW agreements to date.

Air Conditioning and/or Refrigeration Mechanic
Auto Body Developer (Plaster and Plastic)
Automotive Mechanic
Body Detail Drafter
Die Cast or Moldmaker
Die Design Drafter
Die Sinker
Diemaker Apprentice
Diesel Mechanic
Electrician
Electronic Technician
Experimental Auto Produce Engineering (Layout and Assembly)
Experimental Engineering Test Technician
Experimental Laboratory Paint Technician
Flight Line Mechanic (Field and Service)
Industrial Machine Repairer
Industrial Pyrometer and Instrument Repairer
Industrial Truck Mechanic
Industrial Welder
Jobbing Coremaker
Jobbing Molder
Metal Modelmaker
Metal Patternmaker
Millwright
Model Builders (Wind Tunnel)
Pipefitter-Plumber-Steamfitter
Powerhouse Mechanic
Sheet Metal Worker (Experimental and/or Development)
Sheet Metal Worker and/or Tinsmith
Stationary Engineer
Tool Design Drafter

Tool and Diemaker
Toolmaker
Wood Modelmaker
Wood Patternmaker

[All terms of apprenticeship shall be for no less than 8,000 hours. Exceptions will be for automotive mechanic (6,000 hours) and die sinker (12,000 hours).]

BUREAU OF APPRENTICESHIP AND TRAINING
REGIONAL OFFICES

Location	States Served	
Region I JFK Federal Bldg., Room 1001 Government Center Boston, Mass. 02203	Connecticut Maine Massachusetts	New Hampshire Rhode Island Vermont
Region II 1515 Broadway, Room 3731 New York, N.Y. 10036	New Jersey New York	Puerto Rico Virgin Islands
Region III P.O. Box 8796 Philadelphia, Pa. 19101	Delaware Maryland Pennsylvania	Virginia West Virginia
Region IV 1371 Peachtree Street, NE., Room 700 Atlanta, Ga. 30309	Alabama Florida Georgia Kentucky	Mississippi North Carolina South Carolina Tennessee
Region V Federal Bldg., Room 1, Fourth Floor 230 South Dearborn Street Chicago, Ill. 60604	Illinois Indiana Michigan	Minnesota Ohio Wisconsin
Region VI 555 Griffin Square Bldg. Room 858 - Griffin & Young Streets Dallas, Tex. 75202	Arkansas Louisiana New Mexico	Oklahoma Texas
Region VII Federal Office Bldg., Room 1100 911 Walnut Street Kansas City, Mo. 64106	Iowa Kansas	Missouri Nebraska
Region VIII Federal Bldg., Room 16440 1961 Stout Street Denver, Colo. 80202	Colorado Montana North Dakota	South Dakota Utah Wyoming
Region IX 450 Golden Gate Avenue, Room 9008 P.O. Box 36017 San Francisco, Calif. 94102	Arizona California	Hawaii Nevada
Region X Federal Office Bldg., Room 6014 909 First Avenue Seattle, Wash. 98174	Alaska Idaho	Oregon Washington

STATE AND TERRITORIAL APPRENTICESHIP AGENCIES

Apprenticeship Services
Department of Economic Security
P.O. Box 6123
Phoenix, Ariz. 85005

Division of Apprenticeship Standards
Department of Industrial Relations
455 Golden Gate Avenue
P.O. Box 603
San Francisco, Calif. 94102

Colorado Apprenticeship Council
1177 Grant Street
Denver, Colo. 80203

Apprentice Training Division
Labor Department
200 Folly Brook Boulevard
Wethersfield, Conn. 06109

Delaware State Apprenticeship and Training Council
Department of Labor and Industry
618 North Union Street
Wilmington, Del. 19805

District of Columbia Apprenticeship Council
1100 Vermont Avenue, NW., Room 1200
Washington, D.C. 20005

Bureau of Apprenticeship
Florida Department of Commerce
1321 Executive Center Drive
Tallahassee, Fla. 32301

Apprenticeship Division
Department of Labor and Industrial Relations
825 Mililani Street
Honolulu, Hawaii 96813

Apprenticeship Training Division
Kansas Apprenticeship Council
Department of Labor
401 Topeka Boulevard
Topeka, Kans. 66603

Kentucky State Apprenticeship Council
Capitol Plaza Tower, 12th Floor
Frankfort, Ky. 40601

Division of Apprenticeship
Department of Labor
1001 Land & Natural Resources Bldg.
Baton Rouge, La. 70804

Maine Apprenticeship Council
Department of Labor and Industry
State Office Bldg.
Augusta, Maine 04330

Maryland Apprenticeship and Training Council
Department of Labor and Industry
203 East Baltimore Street
Baltimore, Md. 21202

Division of Apprentice Training
Department of Labor and Industries
State Office Bldg.
Government Center
100 Cambridge Street
Boston, Mass. 02202

Division of Voluntary Apprenticeship
Department of Labor and Industry
Space Center Bldg., 5th. Floor
444 Lafayette Road
St. Paul, Minn. 55101

Montana State Apprenticeship Council
Division of Labor Standards
1331 Helena Avenue
Helena, Mont. 59601

Nevada Apprenticeship Council
Department of Labor
Capitol Bldg.
Carson City, Nev. 89701

New Hampshire Apprenticeship Council
Department of Labor
1 Pillsbury Street
Concord, N.H. 03301

New Mexico Apprenticeship Council
Labor and Industrial Commission
1010 National Bldg.
505 Marquette, NW.
Albuquerque, N. Mex. 87101

Bureau of Apprentice Training
Department of Labor
The Campus, Bldg. No. 12
Albany, N.Y. 12226

Division of Apprenticeship Training
Department of Labor
Raleigh, N.C. 27602

Ohio State Apprenticeship Council
Department of Industrial Relations
2323 West Fifth Avenue, Room 250
Columbus, Ohio 43215

Apprenticeship and Training Division
Oregon Bureau of Labor
Labor & Industry Bldg., Room 115
Salem, Oreg. 97310

Pennsylvania Apprenticeship and Training Council
Department of Labor and Industry
Labor and Industry Bldg., Room 1547
Harrisburg, Pa. 17120

Apprenticeship Division
Department of Labor
414 Barbosa Avenue
Hato Rey, P.R. 00917

Rhode Island Apprenticeship Council
Department of Labor
235 Promenade Street
Providence, R.I. 02908

Utah Apprenticeship Council
Industrial Commission
431 South Sixth East, Room 225
Salt Lake City, Utah 84102

Vermont Apprenticeship Council
Department of Industrial Relations
State Office Bldg.
Montpelier, Vt. 05602

Division of Apprenticeship Training
Department of Labor and Industry
P.O. Box 1814
Ninth Street Office Bldg., Room 334
Richmond, Va., 23214

Director of Apprenticeship and Training
Department of Labor
Christiansted, St. Croix, V.I. 00820

Apprenticeship Division
Washington State
Department of Labor and Industries
318 East Fourth Avenue
Olympia, Wash. 98504

Division of Apprenticeship and Training
P.O. Box 2209
Madison, Wis. 53701

1/ All agencies, with the exception of Kansas, operate under apprenticeship and/or training laws enacted by the legislature. The agency in Kansas functions under executive order of the Governor.

GPO 896-300

United States Department of Labor

Bureau of Apprenticeship and Training

NATIONAL APPRENTICESHIP STANDARDS FOR THE
INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE & AGRICULTURAL IMPLEMENT WORKERS OF AMERICA-UAW
Detroit, Michigan

Certificate of Registration

For All Apprenticeable Occupations Included In The Program

Issued in recognition of the above apprenticeship system, registered as part of the National Apprenticeship Program, in accordance with the standards recommended by the

Federal Committee on Apprenticeship

June 9, 1975

N-90086

John T. Dunlop
William H. Kelley
Hugh C. Murphy

Certificate of Completion of Apprenticeship

United States Department of Labor

Bureau of Apprenticeship and Training

This is to certify that

has completed an apprenticeship in the trade of

under sponsorship of

in accordance with the standards recommended by the
Federal Committee on Apprenticeship

John T. Dunlop
William H. Kelley
Hugh C. Murphy